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DISSEMINATED w/ Dep
STATEMENT
of purpose +
uniformity, O.K.

10 October 1972

Executive Registry
72-6304

MEMORANDUM FOR: Executive Director/Comptroller
 SUBJECT : Dissemination of Information

1. As MAG made clear in an earlier memorandum on the Allegations and Answers series, we believe that continued experimentation in internal communications is worthwhile. In general, MAG believes that the various efforts to pass information down from the top are worthwhile and have been well-received, particularly by offices and staffs somewhat isolated from the mainstream. There is an articulate minority, however, which views many of the notices and bulletins with a degree of skepticism and sees them as vehicles to propagate an Agency "line." This adverse reaction by some of our professionals, coupled with a certain uneasiness on our part about some of the recent releases, prompted MAG to re-examine the whole issue. We recognize that any single information vehicle, no matter how carefully designed, would probably be criticized by some. Nonetheless, MAG feels that a compromise can be achieved which could make such communications acceptable and useful to a larger number in the Agency.

2. Toward this end, MAG recommends:

A. That all information efforts (employee bulletins, notices, "Allegations and Answers," and the like) which contain factual information on controversial issues

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(and so forth) should be issued from one central point regardless of which office originates and drafts them. The same format, whether a notice or bulletin or whatever, should be used in all cases.

B. That one central coordinating point should be established (preferably the Office of the Executive Director/Comptroller) where all drafts are examined and reviewed before publication. The Executive Director should sign off on all notices to give a sense of continuity.

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C. That a statement of purpose should in every case be included under the title. The statement would make clear whether the information was intended for internal use only, for selective use outside the Agency, or for any other purpose.

D. That the information should be presented in as straightforward a fashion as possible (somewhat like the CIB). The notices should contain as much background and current factual material as security considerations permit and, when possible, should delve more deeply into a subject. Of the notices issued thus far, the ones on the Marchetti case best met the above criteria. If only superficial and ambiguous treatment can be given a topic, then it should not be issued.

3. MAG again offers its services, if time permits, to serve as a sounding board for further issuances prior to distribution.

MANAGEMENT ADVISORY GROUP